

# Department Heads' Expectations for Faculty *ADVANCE FAST*

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# Information Gathering on Expectations

- Know the Culture of your unit.
- What are YOUR Department Head's expectations? Primary Committee?
- Research, teaching, service
- align your time with expectations
- Know policies AND norms
- Ask Questions-Cross check advice

# Community in your Department

- Participate--Observe—Network--Engage
- Help your department be the kind of place you want to be a part of
- Seek feedback on your work and get it out!
- Find friends you can count on within and outside your unit-

# What Do Department Heads Do?

- Provide Guidelines and Information for Faculty
- Manage the Promotion and Tenure Process and Guidance for Faculty
- Help define vision and mission of department
- Align Unit with University/College Strategic Goals
- Lead and manage department
- Make teaching and research assignments
- Assign committees and responsibilities
- Empower others

# Department Head Responsibilities

- Annual performance reviews
- Determine merit salary increases
- Help create inclusive department
- Help mentor and obtain training for faculty and staff
- Help new faculty and staff get started and be successful
- Identify and help obtain opportunities for department, faculty, staff, and students
- Help obtain resources for faculty and department

# Department Head Responsibilities

- Promote and encourage faculty and staff; Highlight accomplishments of others
- Treat everyone fairly and with respect
- Listen and be open to new ideas
- Address problems
- Make difficult decisions-Facilitate discussions; Build consensus
- Work to enhance reputation of faculty and department
- Represent department to stakeholders

# Department Head as your Ally

- Consult with Head for aligning expectations with your goals and passions
- Heads invested in your success
- Take Advice
- Document all of your activities-Form 36

# Frequent Communication with Head

- Keep in touch with Department Head
- Keep them informed of positive and negative
- Respond/reply in timely way to requests from DH
- Bring all concerns to the DH—let them help you
  - Resources, access to data or equipment, trouble in mentoring relationships, personal obstacles to productivity



# Design your Trajectory for Success

- P & T Document allows you to tell your story
- What will you have accomplished in terms of the impact of your program?
- What will be the evidence of your scholarly activities?
- What will your peers think of your program?
- What resources will you have obtained to help support your program?
- How will you have engaged students?